



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

March 19, 2012

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **OFFICE OF THE DISTRICT ATTORNEY'S REQUEST TO APPOINT MS. DEBORAH PASSOW TO THE POSITION OF ASSISTANT BUREAU CHIEF, DISTRICT ATTORNEY (UNCLASSIFIED)**

Consistent with Board-approved Policy on management appointments, the Office of the District Attorney with the support of the Chief Executive Office requests approval to appoint Ms. Deborah Passow to the vacant and budgeted position of Assistant Bureau Chief, District Attorney (UC), at an annual base salary of \$173,538.00. This salary is recommended based on Ms. Passow's extensive experience and the role and responsibilities she will be assuming in this position.

The base salary placement for Ms. Passow onto Management Appraisal and Performance Plan (MAPP) Tier I, Salary Range R19, the Board approved range for this position, is low in the first quartile of the pay range. Based on Ms. Passow's level of expertise and her years of experience with the department, this is an appropriate salary placement.

Ms. Passow, a 27-year veteran with the Office of the District Attorney, has served with distinction throughout her career that began in June 1984 as a Deputy District Attorney I. She was a prominent felony trial attorney and calendar deputy, prosecuting cases in the Pomona Branch and West Covina Area Offices. She specializes in prosecuting complicated and difficult special circumstance cases, including People vs. Randal George Ashenbrenner, a case in which a high school teacher was charged with killing his wife. The jury returned a verdict of guilty of first degree murder and the defendant was sentenced to 30 years to life.

*"To Enrich Lives Through Effective And Caring Service"*

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Ms. Passow's leadership experience includes her work as a Deputy-in-Charge in the Whittier Area Office and as an Assistant Head Deputy of the Complaints Division and the Pasadena Branch Office. Ms. Passow managed complex cases and projects; developed and implemented innovative procedures to train and motivate attorneys and support staff; effectively advised deputies regarding criminal law and procedure, work assignments, and trial strategy; mentored new attorneys; and resolved various legal issues.

In 2009, Ms. Passow was selected by the District Attorney to serve as his Special Assistant. In this capacity, she served as the department's resource specialist to departmental attorneys and other agencies in the area of complex litigation due to her wealth of knowledge and expertise in applicable law, procedure, and evidence. She developed and implemented innovative solutions and procedures to identify and resolve difficult and complex evidentiary issues to strengthen the presentation of evidence in cases; advised attorneys and law enforcement personnel on how to identify evidentiary issues; and served on various special task forces and multi-disciplinary and multi-agency committees because of her ability to resolve unusual legal issues and cases.

As a Bureau Director, Ms. Passow will have administrative and technical responsibility over the operations of the Branch and Area Operations – Region II, which includes the Alhambra, Compton, Long Beach, Norwalk, and Pomona Branch Offices; and Bellflower, Downey, Metro, Whittier, El Monte, and West Covina Area Offices. In this role, she will develop and implement departmental directives, policies, and procedures and ensure their uniform application; coordinate the work of the bureau with other departmental and county organizations, the courts, and local, state, and federal law enforcement agencies; and resolve difficult and complex policy questions and issues affecting the work of the department.

In accordance with policy on managerial appointments, unless otherwise instructed by your Board by April 2, 2012, the Chief Executive Office will advise the District Attorney's Office that authorization has been granted to proceed with Ms. Passow's appointment to Assistant Bureau Chief, District Attorney (UC), at an annual base salary of \$173,538.00, effective no sooner than April 3, 2012.

If you have any questions, please contact me, or your staff may contact Steve Masterson, Manager, CEO at (213) 974-8481.

WTF:BC:ES  
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c: District Attorney  
Executive Office, Board of Supervisors  
County Counsel

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